



Technology and Communications Commission
Tuesday, March 1, 2022, 7:00 p.m.
Council Chamber, Town Hall
Agenda

- Call to Order
- Establish Quorum
- Pledge of Allegiance
- Approval of Minutes
 - February 1, 2022, Meeting Minutes
- Petitioners
- Old Business
 - Phone System Request -Update
- Subcommittee Reports
 - ◆ Economic Development/Mason Enterprise Center Partnership, Binkley
- New Business
 - Computer Aided Dispatch Update
 - Verizon Franchise Agreement Update
 - Town Enterprise Video System – Presentation
- Commissioner Comments
- Council Member Comments
- Adjourn

If you require any type of reasonable accommodation as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Jakub Jedrzejczak, Director of Information Technology, 703-771-2708. Three days' advance notice is requested.

Technology & Communications Commission
DRAFT MINUTES
February 1, 2022

Commission Members Present: Peter Hill, Chair
Richard Jackson
Katherine Johnson
Daoud Ahmed
Aaron Nadler (Remote Participation)

Commission Members Absent: John Binkley Vice Chair
Jack Curtis

Council Liaison Present: Neil Steinberg

Staff Present: Jakub Jedrzejczak
John Callahan
Bill McIntyre

1. Call to Order 7:00PM
2. Establish Quorum – Vote to allow Aaron Nadler to participate electronically Motion Jackson, 2nd Johnson, Motion passes 4-0.
3. Pledge of Allegiance
4. Approval of Minutes
 - a. February 1, 2022. Motion to approve Jackson, Johnson 2nd. Motion passes 5-0.
5. Petitioners – None.
6. Old Business
 - a. Phone System Request for Proposal – Discussion
 - i. Bill McIntyre – Presentation of the Phone System Request for Proposal.
The discussion that followed Mr. McIntyre’s presentation focused on the using Microsoft Teams possibly to replace the current phone system, the capability of the existing hardware and whether the Town would have to upgrade the phones. Further discussion on the request for information and how it should be worded whether Microsoft Teams should be included and if that is what is desired to replace the existing phone system.
 - b. Fiscal Year 2023 Budget Presentation and Budget Discussion
Mr. Jedrzejczak indicated that what had been previously discussed at the previous Technology and Communication Commission meeting concerning the information technology budget is being supported by the Town Manager for inclusion in his budget presentation to Town Council.
Mr. Jedrzejczak is attending the next Planning Commission meeting for providing information for the CIP budget items, especially the Video Camera System project.
7. Subcommittee Reports
 - a. Economic Development/Mason Enterprise Center Partnership – None
8. New Business

9. Commissioner Comments

- a. Mr. Hill Thanks for the support on the presentation to Council and that Council is supportive of the items that were presented.

10. Director of Information Technology Comments

- a. Jedrzejczak – Thank you to Peter and Richard at the Town Council meeting for the presentation of all the accomplishments and priorities in Information Technology
- b. Another Item that may be discussed at the next commission meeting is a bill on incident reporting of cyber security events to the State. Depending on the actions on the bill in February with the State House and Senate will determine if it will be on next month's agenda.

11. Council Liaison Comments

- a. Steinberg - What is the Mason Enterprise Center Partnership Sub-committee?

Mr. Hill indicated that John Binkley has reached out to the Mason Enterprise Center and talk to them, and they have come back to talk to the Commission recently.

Mr. Steinberg indicated that the County has defunded the Mason Enterprise Center. The Town is looking at a Leesburg based similar center. The Town will be talking with George Mason University about the future of the center.

The County voted down a cell tower several months ago and the Senator John Bell is pushing a bill through the Virginia Senate that would allow service providers to build cell towers where ever an when ever they want. One of the primary drivers is the interruption of EMS Service, which may be more accurate in Western Loudoun versus in Leesburg. There is some urgency as this bill is in the current legislative session. If there is any wisdom that the commission may be able to provide, that Council could give to Senator Bell, that there could be some areas that could be carved out of Leesburg were there is areas were these services are not needed.

Mr. Steinberg offers apologies for not being at the last couple of commission meetings and thanks the commission for their hard work for the presentation to Council and the value it provides to Council.


12. Adjourn 7:58PM. Motion to adjourn - Jackson, Ahmed 2nd, passes 5-0.

Next Meeting: March 1, 2022



**THE TOWN OF LEESBURG
MEMORANDUM
OFFICE OF THE TOWN MANAGER**

To: Board and Commission Members

From: Kaj H. Dentler, Town Manager 

Subject: Board and Commission Attendance Changes

Date: February 14, 2022

On January 25, 2022, Council approved changes to Town Code Section 2-195 regarding attendance by members of Town Boards and Commissions. As a result, any member missing three consecutive meetings or four in a calendar year will be automatically removed by the Clerk of Council from the Board or Commission. A copy of the adopted Ordinance is attached for your reference.

Due to the change in the Town Code, Board and Commission Chairs are no longer required to notify Council of attendance issues, and the criteria for evaluating automatic removal begins with the passage of the Ordinance. Therefore, automatic removals, if applicable, will begin in April 2022. The Clerk of Council will notify the member, Chair and staff liaison when removal occurs, and work with the appropriate Council Member to identify a replacement as quickly as possible. The changes do not apply to the Planning Commission or Board of Zoning Appeals members as membership and removal of those members are governed by applicable State Code.

While there may be legitimate reasons for missing meetings, including health issues, Council noted that an absence regardless of the reason did not allow a member to fully participate and contribute to the work and overall mission of the Board or Commission. Therefore, members will be removed regardless of the reason for the absence. Please keep in mind that the Electronic Participation Policy does allow for members to participate twice per year on the phone if a member is unable to physically attend. A copy of the Electronic Participation Policy is available on the Boards and Commissions Portal.

Please note that no changes were made to Town Code Section 2-195(c) requiring Boards and Commissions to meet monthly and as necessary upon the call of the Chair or two or more members of the body. However, only the regularly scheduled business meeting will be the criteria for evaluating a member's attendance requirement.

In closing, thank you for your service to the Town of Leesburg. Should you have any questions regarding attendance requirements or removal policy, please contact Eileen Boeing, Clerk of Council, at eboeing@leesburgva.gov or (703) 771-2733.

Attachment: (1) 2022-O-007 – Amending Town Code Section 2-195b Regarding Attendance by Members of Town Boards and Commissions

cc: Town Council
Chris Spera, Town Attorney
Eileen Boeing, Clerk of Council
Board and Commission Staff Liaisons

The Town of
**Leesburg,
Virginia**

PRESENTED: January 25, 2022

ORDINANCE NO. 2022-O-007

ADOPTED: January 25, 2022

AN ORDINANCE: AMENDING TOWN CODE SECTION 2-195 REGARDING ATTENDANCE BY MEMBERS OF BOARDS AND COMMISSIONS

WHEREAS, advisory boards and commissions serve an important function in assisting the Town Council; and

WHEREAS, regular attendance by the appointed members of those boards and commissions is essential to the proper operation and function thereof and to fulfilling their respective statutory mandates; and

WHEREAS, the Town Council believes it is in the public interest to codify attendance standards for members of advisory boards and commissions, as well as making the consequences of non-attendance clear and uniformly enforced; and

WHEREAS, amending Town Code Section 2-195 is necessary to effectuate those changes. .

THEREFORE, ORDAINED, by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. That Chapter 2, Article V, Section 2-195 of the Town Code of Leesburg, Virginia is hereby amended to read as follows:

Sec. 2-195. - Duties.

[The preceding section is unchanged.]

(b) ~~The chair shall record and report any attendance of each member to the Town Clerk. problems to the town council, which has the authority to require a member to resign. Attendance problems include, but are not limited to, If the any member is absent from three consecutive meetings, or is absent from any four meetings within any calendar year 12-month period, then the member shall automatically be removed from the position and the town council shall fill the vacancy in the manner set forth in Town Code Section 2-194. The foregoing shall not apply to the Planning~~


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COMMISSIONS

Commission or the Board of Zoning Appeals, where appointment and removal are governed by applicable state law.

[Subsequent sections remain unchanged.]

SECTION II. This ordinance shall be in effect upon its passage.

PASSED this 25th day of January, 2022.


Kelly Burk, Mayor
Town of Leesburg

ATTEST:


Clerk of Council